



National Aeronautics and
Space Administration
Goddard Space Flight Center

DIRECTIVE NO. GMI 1152.7E
EFFECTIVE DATE Dec. 5, 1995
EXPIRATION DATE _____

DIRECTIVE INFORMATION SHEET

TITLE: Safety and Environmental Steering Committee

PURPOSE

This instruction establishes a Safety and Environmental Steering Committee (S&ESC) at the Goddard Space Flight Center (GSFC) for the purpose of ensuring that NASA/GSFC safety and environmental policy is implemented. This instruction also establishes the membership, procedures, and responsibilities of the committee.

REVISION

Major revisions from the previous edition of this handbook include:

- a. The incorporation of the Environmental Program into the Committee previously named the Safety and Health Committee;
- b. Changes the membership requirements of the committee;
- c. Clarifies procedures and responsibilities of the Committee; and,
- d. Provides for Task Groups to accomplish specific tasks and objectives.

CANCELLATION

GMI 1152.7D, Health and Safety Committee, dated May 23, 1988.

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***5. DEFINITIONS**

Safety Programs -- Safety programs are related to the general areas of employee and public well-being and accident prevention. Safety programs consist of the management plans, policies, programs, procedures, and actions that are implemented to reduce risk to persons, facilities, equipment, and projects. This includes, but is not limited to, Occupational Safety, Fire Prevention, Occupational Medicine, Safety Engineering, Industrial Hygiene, Radiation Protection, Emergency Preparedness, and Emergency Response.

Environmental Programs -- environmental programs are related to protection of the environment including air, water, land, and the control of hazardous materials and waste. Environmental programs consist of management plans, policies, procedures, and actions that are implemented to reduce risk to human health and the environment and to ensure compliance with environmental laws and regulations.

***6. CHAIRPERSON AND MEMBERSHIP**

The Chairperson shall be a Directorate level management official (Deputy, Associate, or Assistant Director of) appointed by the Center Director for a 2-year term. Responsibility for the Chairperson shall be rotated between the directorates.

Each Director of shall appoint a representative to serve as a member of the S&ESC. Directorate members shall be Division level or above managers who are knowledgeable of Directorate concerns and policies and who are authorized to commit the Directorate.

The Head, Safety and Environmental Branch, shall serve as a member and shall fulfill the duties of Executive Secretary. Duties shall include development of agendas and the keeping and distribution of minutes.

Additionally, the following representatives shall serve as non-voting members of the S&ESC:

- a. employee representatives in accordance with negotiated contracts and agreements,
- b. chairpersons of committees and task groups reporting to the S&ESC, and
- c. the Center Chemical Hygiene Officer, and the Center Emergency Preparedness Coordinators (Greenbelt and Wallops).



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DIRECTIVE NO. GMI 1152
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MANAGEMENT INSTRUCTION

TITLE: Safety and Environmental Steering Committee

***1. PURPOSE**

This instruction establishes a Safety and Environmental Steering Committee (S&ESC) at the Goddard Space Flight Center (GSFC) for the purpose of ensuring that NASA/GSFC safety and environmental policy is implemented. This instruction also establishes the membership, procedures, and responsibilities of the committee.

***2. APPLICABILITY**

This instruction applies to the development and implementation of management policies, procedures, and activities that relate to the Center's overall safety and environmental programs.

This instruction does not apply to the system/flight project safety program responsibilities implemented by GMI 1700.3 "System Safety for Orbital Flight Projects" or GHB 1771.1 "Range Safety."

***3. POLICY**

It is GSFC policy to ensure the health, safety, and protection of the employees, the public, the environment and other resources. The GSFC is committed to minimizing risks to the employee, the public, equipment, materials, property, and the environment.

***4. BACKGROUND**

The Director of GSFC is responsible for providing programs to ensure the health, safety, and protection of personnel, environment, and property. To carry out this responsibility, the Director has established the Safety and Environmental Steering Committee. Safety and Environmental programs will be accomplished as line organization functions. It will be an integral part of each supervisor's responsibility with timely monitoring, surveillance, and support from the Safety and Environmental Branch.

*Changed by this revision.

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CONVERSION W/O CHANGE <input type="checkbox"/> GMI 1152.7D	205

- (7) recommending acceptable levels of risk to the Center Director on Centerwide risk acceptance,
- (8) receiving reports in program status reviews, and
- (9) providing management support for program initiatives.

***c. The Safety and Environmental Branch will:**

- (1) coordinate the environmental and safety activities of the committee, including agenda preparations, minutes of meetings, and tracking of action items;
- (2) conduct periodic surveys of the GSFC operations to determine compliance with appropriate Safety and Environmental requirements and provide a report of these surveys to the S&ESC Chairperson and the organizations receiving the survey; and
- (3) coordinate safety and environmental reports and agenda items from other committees.

***d. The Radiation Safety Committee (RSC) is established to support the GSFC radiation protection programs and Nuclear Regulatory Commission licensing requirements. The RSC will:**

- (1) be chaired by the Head, Safety and Environmental Branch and shall provide periodic reports to the S&ESC;
- (2) ensure that ionizing and non-ionizing radiation protection programs are managed so as to minimize the health and safety risks to users, GSFC employees, contractors, the public, and the environment;
- (3) ensure that GSFC requirements, Nuclear Regulatory Commission, and other Federal regulations, professional standards, and sound health physics practices are met;
- (4) approve radiation operations and, if necessary, prescribe conditions and requirements to minimize radiation hazards;
- (5) approve the qualifications of government and contractor personnel as responsible users and custodians; and

7. PROCEDURES

The following procedures apply to the committee and appropriate organizational elements of the Center:

- *a. The S&ESC will meet as necessary to keep abreast of the implementation of all aspects of the Safety and Environmental Programs at the GSFC.
- *b. The S&ESC shall meet annually to review program status for the Center Director.
- *c. Committee members may submit safety and environmental related items for consideration to the Executive Secretary.
- *d. Other committees, task groups, employees, and the public may submit safety and environmental items to the Executive Secretary for inclusion on the proposed agenda.
- *e. The Chairperson and Executive Secretary will meet as required to discuss the proposed agenda for the committee and take appropriate action on items that do not require the consideration of the entire committee.

8. RESPONSIBILITIES

- *a. Directors of will appoint a member to the S&ESC and task groups.
- *b. The Safety and Environmental Steering Committee is responsible to the Center Director for ensuring that risks to the employee, the public, the environment, property, equipment and materials are considered and limited to the lowest practicable level and in compliance with laws and regulations.

In support of this mission, the S&ESC shall be responsible for:

- (1) reviewing program policy and recommending appropriate changes,
- (2) providing direction and verification of program implementation,
- (3) establishing program priorities,
- (4) identifying resource requirements that involve a Centerwide impact,
- (5) chartering task groups,
- (6) reviewing Directorate level risk acceptance,

- (6) make recommendations for approval of uses of radionuclides or radiation-producing devices to the RSC Chairperson.


- *e. Task Groups shall be established by the S&ESC to accomplish specific tasks and objectives. Task Groups will be established when deemed necessary by the S&ESC or by the Safety and Environmental Branch in coordination with the Chair for later ratification by the S&ESC. Members of Task Groups shall be appointed by the Directors of, consistent with the recommendations of the S&ESC.

Task Groups will:

- (1) be Chartered by the S&ESC to accomplish specific tasks or objectives,
- (2) report to the Chair of the S&ESC,
- (3) have authority and responsibility to accomplish objectives,
- (4) be comprised of members from affected organizations and of the necessary expertise to accomplish the objectives,
- (5) have the final objective of transferring maintenance and oversight functions to the S&ESC, and
- (6) disband at the conclusion of the tasks and objectives.

*9. CANCELLATION

GMI 1152.7D, Health and Safety Committee (H&SC), dated May 23, 1988.


Joseph H. Rothenberg
Director